

The Old Courthouse Hub Manager / Deputy Town Clerk

Council: Ruthin Town Council

County: Denbighshire

Salary: Salary within grade (NJC) SCP 26-29 (pro rata) £23,866 - £26,470

Part-time (22.5 hours per week)

Ruthin Town Council is a forward-thinking Council at the centre of a thriving local community, and is seeking someone for this varied and responsible role, to work in establishing and running the new Town Hub at The Old Courthouse and with the Town Clerk, Sandra Williams in the running of the Clerks office.

The position will involve you undertaking duties directly related to the Town Hub including organising exhibitions, retail showcase, marketing events and co-ordinating a team of volunteers as well as in all aspects of supporting the Town Clerk in her duties.

The successful candidate will demonstrate sound administrative experience, good IT skills and the ability to work with the community, for the community. The ability to speak Welsh and ideally conduct business bi-lingually is desirable.

In addition to assisting in the day to day administrative work the post holder will work closely with Councillors to deliver the objectives of the Council.

The post is 22.5 hours per week to include attendance at some evening meetings and events subject to an advance calendar.

The position is initially based at:

Ruthin Town Hall
Wynnstay Road
Ruthin
Denbighshire
LL15 1AS

and then once refurbishment is complete and open at:

The Old Courthouse
St Peter's Square
Ruthin
Denbighshire
LL15 1DW

Please visit our website www.ruthintowncouncil.gov.uk to download a Full Job description.

Closing date for applications: 12 noon Monday 8th July 2019.

Interviews will be held on Monday 15th July 2019 at Ruthin Town Hall.

Candidates should ideally be available to attend on this date should they be selected for interview.

Ruthin Town Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.

JOB DESCRIPTION - The Old Courthouse 'Town Hub' Manager / Deputy Town Clerk

1.0 PURPOSE OF THE ROLE

To undertake duties directly related to The Old Courthouse 'Town Hub' including organising exhibitions, retail showcase, marketing events and co-ordinating a team of volunteers as well as to assist the Town Clerk with the full breadth of Town Council duties on a day to day basis

To work in consultation with the Town Clerk and deputise in their absence, to ensure day to day management procedures are effective, provide information and write reports for committees, as required, to ensure effective implementation of Council and Committees decisions.

The ability to speak Welsh and conduct business bi-lingually is desirable

2.0 KEY TASKS

- Co-ordinating calendar of events/bookings, promoting room hire to maximise revenue
- Co-ordinating bi-monthly art exhibitions
- Curating retail showcase, financial control, stock management, ordering, working with retailers
- Co-ordinating a The Old Courthouse 'Friends'/volunteers group
- Administration of Tidy Town Team (monthly meeting) & Town Forum (bi-monthly meeting)
- To manage, and update on a regular basis, the Town Council website, and, where appropriate, update social media and other communication tools, to keep the community updated and informed of the Council's priorities
- To assist the Town Clerk to ensure the effective management of service delivery & budgets
- To attend / deputise in the absence and by agreement of the Town Clerk - Town Council meetings and ensure that accurate minutes are recorded and maintain in good order all records relating to the Council
- To work with the Town Clerk and Councillors to identify ways in which the Council can further strengthen its relationships with the Community and key Stakeholders
- To assist the Town Clerk to ensure timely and effective management of the Council's ongoing annual supply contract & insurance renewals
- To attend training courses associated with the role, as agreed by the Clerk and the Council

3.0 HEALTH AND SAFETY

- To work with the Town Clerk to ensure effective management of health and safety

4.0 HOURS OF WORK

- 22.5 hours per week as directed by the Town Clerk. Hours will be flexible to include regular monthly evening meetings and the occasional week-end subject to an advance roster.
- The post holder may be required to undertake any other reasonable duties as requested by the Town Clerk, commensurate with the grade

5.0 REMUNERATION

- National Joint Council for Local Government Services (NJC) SCP 26-29 (pro rata) £23,866 - £26,470
- Probationary period will be 24 weeks, with a review undertaken at 4 week intervals. Either party may terminate the contract of employment by giving two week's notice in writing.